



Capital Planning Committee

Capital Plan for FY2024 (July 1, 2023 – June 30, 2024)
5-Year Plan for FY2024 – FY2028

Date: Thursday, November 3, 2022
Time: 5:00pm-7:00pm
Location: Zoom Meeting

Minutes

Attendance: Joseph Barr (left at 6:00pm),
Jose Farias,
Darrel Harmer,
Jonathan Haughton (arrived at 5 :50pm),
Kate Loosian,
Phyllis Marshall,
Chris Moore,
Joe Solomon,
Julie Wayman,
Timur Kaya Yontar,

Not in attendance: Ida Cody

Meeting Opened: Mr. Yontar called the meeting to order at 5:01pm. Prior to reviewing the minutes, Mr. Yontar clarified that because Michael Mason has decided to return to work at Arlington Public Schools as the Assistant Superintendent for Finance, he will no longer be an official member of the Committee, and APS will continue to be represented by Mr. Farias. In addition, Julie Wayman will now be the official representative of the Town Manager's Office and will therefore now be a voting member of the Committee.

Approval of Minutes: The minutes from the October 20, 2022 meeting were reviewed and approved by the following vote:

Joseph Barr: Yes,
Ida Cody: Absent,
Jose Farias: Yes,
Darrel Harmer (seconded motion to approve): Yes,
Jonathan Haughton: Absent,
Kate Loosian (made motion to approve): Yes

Phyllis Marshall: Yes,
Chris Moore: Yes,
Joe Solomon: Yes,
Julie Wayman: Yes,
Timur Kaya Yontar: Yes.

Upcoming Meetings: Mr. Yontar noted that the reports from the Department of Planning and Community Development (DPCD) and the Arlington Redevelopment Board will be discussed at a future meeting, since the subcommittee reviewing those requests has not yet received additional information that was requested.

Subcommittee Report-Council on Aging: Request #36 for replacement of senior transportation vans has been moved from the Council on Aging to the main Health and Human Services budget, so the Council on Aging has no capital budget requests.

Subcommittee Report-Health and Human Services: Mr. Harmer presented the capital requests from the Department of Health and Human Services:

- 38-Van Replacement: This funding covers 20% of the cost of the vans; remainder is covered by a grant from the Massachusetts Department of Transportation. This would be the first electric vehicle (EV) version of these vans, which makes them significantly more expensive, but they are also hoping that the electric vans will last longer than the ones purchased in the past. Mr. Barr asked about where these will charge and Mr. Harmer indicated that there is one charging station available and that they recognize that they may need to install another one if they transition both vans. Questions were raised about whether the vans truly need to be replaced this frequently, particularly as they get more expensive, but the subcommittee indicated that they will keep an eye on this as the first EV van is put into use.
- 39-Veterans' Memorial Park: Renovation to existing location near Fire Department Headquarters to create a seating area with benches and be able to add more names to the list of veterans. By locking in Town funding, they hope to be able to start seeking external funding, although it is not clear how much external funding is available. The Subcommittee clarified that design and cost estimation work was done by VHB. Questions were raised about whether this work has been coordinated with DPCD and/or the Department of Public Works in terms of the overall vision for Arlington Center and the subcommittee said that they will talk to DPCD to clarify this.
- 40-Whittemore Robbins Estate Rehabilitation: New request in addition to money allocated last year. This is based on the additional costs from the bid exceeding the cost estimates. Question about whether renovating the building will actually lead to increased rent revenue in practice. Reality is that only a portion of the renovations (in this case) may lead to additional revenue/rentals, and this work is mostly to serve existing tenants such as Arlington Youth Counseling Center.
- Potential sweeps: the following items are recommended to be swept:
 - FY18 \$19,996 for record keeping can be swept.
 - Questions were raised about all of the accrued balances for Whittemore-Robbins House renovation, and whether it's OK to keep these old balances

while the rest of the project is being funded from future years. The subcommittee said that they would find out when they expect to start spending these old balances. There was also a desire to see an overall plan for all of the work that is planned at this building and how all of the funds will be spent, which can be used to determine the appropriate amount of funding and how to program it in the plan. Questions were also asked about whether HHS should be in charge of those projects or whether Facilities should be in charge of the project.

Subcommittee Report-Department of Public Works: Mr. Solomon presented the requests from the Department of Public Works. He started by summarizing the overall approach DPW takes with vehicles, which is place future vehicle purchases on the capital plan based on their normal replacement cycle and then make adjustments as the replacement gets closer based on the actual condition of the vehicle. However, DPW Commission Michael Rademacher is looking at implementing a better approach to fleet management in the future. Mr. Solomon also described the work that DPW is trying to accomplish to reduce the backlog of street and sidewalk repairs.

- 62-Town Wide Aerial Imagery: High resolution imagery to help with a variety of planning and operational issues. The Committee had questions about the utility of the Town getting this individually vs. what is available commercially. DPW will soon be hiring someone soon who can look further into the utility of different approaches to obtaining this data.
- 62.5-Trash Waste and Recycling Toters: Acquiring these Town-owned toters would allow for automated trash pickup which is likely to be required in the future to get a reasonable price for trash pickup. The Committee discussed the costs associated with this, as well as the need for more outreach so that people understand that this transition is coming, since it could become very controversial. The Committee suggested that this be passed on to Town Manager for additional discussions prior to being discussed publicly.
- 61-LED Streetlight Replacement: The Committee raised questions about why we are doing these all at once and whether we will ever get to the point of just replacing bulbs. The subcommittee noted that there are economies of scale in doing these at the same time, particularly as the reliability of these fixtures starts to decrease more steeply, but indicated they will get more information on this question.
- 63-Headstone Cleaning and Repair: Plan is to zero out the FY24 request based on prior year accrued balances, and then reevaluate the need for more funding in future years.
- 64-Mini-Excavator: Mr. Haughton about whether we are running out of grave space at the cemetery and therefore won't need an excavator in the future. The subcommittee said that they would check on that question.
- 65-Roadway Consulting Service: Ongoing design work for smaller projects.
- 73-Asphalt Pavement Roller: Replacement at end of useful life.
- 66-One Ton Dump Truck: Replacement slightly beyond end of useful life.
- 67-10 Wheel Dump Truck: Replacement slightly beyond end of useful life.
- 68-3/4 Ton Pickup: Replacement slightly beyond end of useful life.
- 69-44,000 Pound Truck with Dump Body: Replacement at end of useful life.

- 70-44,000 Pound Truck with Sander: Replacement slightly beyond end of useful life.
- 71-Accessibility Improvements: Based on 2019 override vote; increases 2.5% every year.
- 72-Asphalt Pavement Hot Box: Replaces prior unit which is 13 years old.
- 74-Chapter 90 Roadway Repairs: Pass-through of state funding. Mr. Yontar mentioned that there are new state funding programs that the Town may want to try to take advantage of going forward.
- 75-Install Sidewalk Ramps-CDBG: Pass-through of federal funding.
- 76-Roadway Repair: Additional funding to try to get closer to the desired level of expenditure needed to sustain a state of good repair.
- 77-Roadway Repair Override: Funding from the 2011 override that increases at a rate of 2.5% every year.
- 78-Sander Body: Replacement of sanders as they wear out/break.
- 79-Sidewalk Ramp Installation: Program to upgrade curb ramps to meet accessibility requirements.
- 80-Sidewalk and Curbstones: Additional funds for sidewalk repairs.
- 81-Snow Plow Replacement: Replacement of snow plows as they wear out/break.
- 82-Traffic Signal Repair: Upgrades and capital repairs to traffic signal equipment.
- 83-Utility Trucks: Replacement at end of useful life. Mr. Yontar raised a question about the potential to convert to EVs. DPW is keeping an eye on this possibility for smaller vehicles but is not possible for larger vehicles at this point.
- 87-Infield Machine: Grooms softball and baseball fields.
- 88-Chipper with Grapple: Replacement to address problems with current equipment which was purchased used.
- 84-One Ton Pickup with Dump Body: Replacement slightly beyond end of useful life.
- 85-3/4 Ton Pickup: Replacement slightly beyond end of useful life.
- 86-Enclosed Trailer: For moving maintenance equipment around to different sites.
- 89-60" Mower: Replacement slightly beyond end of useful life.
- 90-72" Mover: Replacement slightly beyond end of useful life.
- 91-Ride-On Mower: Replacement slightly beyond end of useful life.
- 92-Skid Steer: Replacement slightly beyond end of useful life.
- 93-Stump Grinder: Replacement slightly beyond end of useful life.
- 94-Utility Vehicles: Replacement slightly beyond end of useful life.
- 95-High Capacity Pump: For cleaning up areas from flooding and other issues.
- 96: Drainage Rehab: Ongoing capital repair/upgrade work.
- 97: Hydrant and Valve Replacement: Ongoing capital repair/upgrade work.
- 98: Pump Station Generator: To provide power for pumping in the case of an electrical outage.
- 99-Sewer System Rehab: Ongoing capital repair/upgrade work.
- 100-Trench Box: Replacement of an existing unit.
- 101-Utility Truck: Replacement of end of useful life
- 102-Vaccum/Jet Truck: Replacement slightly earlier than originally expected.
- 103: Water System Rehab: Ongoing capital repair/upgrade work. Mr. Yontar asked about whether this level of work is keeping up with a state of good repair, or if we

are falling further behind, and the subcommittee said that they would check on this question.

- Potential sweeps: the FY21 funding of \$67,000 for a 44,000 pound truck can be swept.

Subcommittee Report-Information Technology Department: Mr. Haughton presented the requests from the Information Technology Department (ITD):

- 43-District Audio Visual Support: Upgrades and replacement of audio visual equipment for Arlington Public Schools.
- 41-Application Modernization Initiative: Costs associated with upgraded online permitting software. Based on the recently opened bids, this could be modified to \$40,000. Mr. Moore raised the point that this could be viewed as an operating expense that should come from permit fees, but more information is needed to determine if this is a capital or an operating budget item.
- 42-Conference Room Presentation Technology: Upgrades to audio visual equipment in Town buildings. Ms. Loosian asked about whether the DPW building equipment could be paid from the contingency budget for that project.
- 44-School Administration Computers: Replacement of computers for school administration.
- 45-School Network Infrastructure: Replacement of network equipment in school buildings.
- 46-Replacement of Academic Computers: Technology for students, who must have computers if they don't bring their own device.
- 47-Schools Software Licensing: Question about whether this should be in the capital budget or moved to operating budget.
- 48-Town Microcomputer Program: Four-year cycle for computers and network equipment.
- 49-Town Software Upgrades and Standardization: Increase in first year is to upgrade the payment system being used by the Treasurer.
- Potential sweeps: the following balances are recommended to be swept:
 - FY20 for School PCs: \$35.00.
 - FY20 for Town PCs: \$677.00.
 - FY21 for Admin Computers: \$39.78.
 - FY21 for Network Infrastructure: \$187.49.
 - FY21 for Software Licenses: \$23.45.
 - Mr. Yontar noted some significantly older balances that need to be spent quickly, or they will be swept in the near future.

The Committee provisionally approved all the recommendations of the subcommittees by the following vote:

Joseph Barr: Absent,
Ida Cody: Absent,
Jose Farias: Yes,
Darrel Harmer: Yes,
Jonathan Haughton (seconded motion to approve): Yes,

Kate Loosian (made motion to approve): Yes,
Phyllis Marshall: Yes,
Chris Moore: Yes,
Joe Solomon: Yes,
Julie Wayman: Yes,
Timur Kaya Yontar: Yes.

New Business: There was no new business.

Meeting Adjournment: The meeting adjourned at 7:01pm, based on the following vote:

Joseph Barr: Absent,
Ida Cody: Absent,
Jose Farias: Yes,
Darrel Harmer (seconded motion to adjourn): Yes,
Jonathan Haughton (made motion to adjourn): Yes,
Kate Loosian: Yes,
Phyllis Marshall: Yes,
Chris Moore: Yes,
Joe Solomon: Yes,
Timur Kaya Yontar: Yes.